



## STATE OF ARKANSAS Office of the Secretary of State

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**MARK MARTIN**  
SECRETARY OF STATE

Dear Notary Public Applicant:

A Notary Public's commission is for a term of ten years and may be obtained or renewed by filing an application with the Secretary of State's Business and Commercial Services office. The Notary Handbook, which you will want to review for explicit instructions, is a PDF file which you can also download from the website.

Arkansas law now requires that notary stamps and embossed seals include a notary commission number, which is issued by the Arkansas Secretary of State. The number will be issued with your certificate/oath.

An applicant for appointment as a Notary Public must list his/her name exactly as the signature will appear on each document notarized and must be in agreement with the notary seal and surety bond. A Surety Bond in the amount of \$7,500 must accompany the Secretary of State Notary application.

You have 30 days from the date your Commission is issued by the Secretary of State, to sign it, file it with the Circuit Court in the county of your residence, and RETURN A FILE-MARKED copy back to the Secretary of State. To confirm your Commission date, check the body of your Surety Bond.

The Secretary of State offers a free 90 minute Notary Public Seminar. The seminar covers laws, governing Notaries Public in Arkansas and basic notary information on the duties and responsibilities of a Notary Public. Space is limited for these seminars. Register though the website at [Notary Seminar Registration](#) or by calling Business and Commercial Services at the number listed below.

You must return your Notary Application, Notary Surety Bond and the \$20 fee to Secretary of State Business and Commercial Services:

**Mailing Address:**

Secretary of State  
Business and Commercial Services  
State Capitol, Rom 256  
Little Rock, AR 72201-1094

**Physical Address:**

Secretary of State  
Business and Commercial Services  
Suite 250, Victory Building  
1401 West Capitol  
Little Rock, AR 72201

If you have any questions or need further information, call our toll free number 888-233-0325 or 501-682-3409.

Sincerely,

A handwritten signature in black ink that reads "Mark Martin".

Mark Martin  
Secretary of State

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1401 West Capitol, Ste., 250 • Little Rock, Arkansas 72201-1094  
(501) 682-3409 • Fax (501) 682-3437  
e-mail: [corprequest@sos.arkansas.gov](mailto:corprequest@sos.arkansas.gov) • [www.sos.arkansas.gov](http://www.sos.arkansas.gov)



# Arkansas Secretary of State

**Mark Martin**

State Capitol • Little Rock, Arkansas 72201-1094  
501-682-3409 • [www.sos.arkansas.gov](http://www.sos.arkansas.gov)

Business & Commercial Services, 250 Victory Building, 1401 W. Capitol, Little Rock

**Instructions:** Return to the Arkansas Secretary of State the following materials:

**Completed Application** Certificate to be completed by notary or other authorized official other than yourself  
**\$20.00 application fee**, Check or money order made payable to Secretary of State

**Copy of surety bond or contract.** The bond may be purchased from a bond or insurance company of your choice. Enclose a copy of the actual bond and not the application for the bond.

**Name:** Each time your name appears, it must be exactly the same as the name on your bond.

## Application for Notary Public

I, \_\_\_\_\_ state that I am:

(Print or type name as printed on your bond)

- A bona fide citizen of the United States or a permanent resident alien (recorded *Declaration of Domicile* attached);
- A legal resident of Arkansas or of an adjoining state and employed in Arkansas;
- 18 years of age or older;
- Able to read and write English; and
- That during the past 10 years have not had my commission as a notary revoked.

Address of Residence (No Post Office Box) City State Zip County

Address of Employment, if not Arkansas Resident City State Zip County

Address to which you would like your commission and oath mailed, if different from above:

Address City State Zip

Now therefore, I respectfully make application as an Arkansas Notary Public for a commission of 10 years and further state under oath that the information contained in this application is true and complete.

\_\_\_\_\_  
(Signature as printed on your bond)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commission number (if applicable for renewing notaries)

## Certificate

State of Arkansas

County of \_\_\_\_\_

Subscribed and sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public or other authorized official